

**Michigan Department of
Labor and Economic Growth**



SKILL IN INSTRUCTING

HOW TO GET READY

1 - HAVE TRAINING TIME TABLE.

Determine your training needs.

Note the jobs.

Decide who should be trained or retrained to do the jobs.

Decide when employees should be trained

2 - BREAK DOWN THE JOB.

LIST the important steps.

An important step is a logical segment of the operation when something happens to advance the work.

Pick out the key points of each step which will make the job -- not break it, prevent accidents or make the work easier to do.

3 - HAVE EVERYTHING READY.

The job, including right equipment and material.

**4 - HAVE THE WORK PLACE PROPERLY
ARRANGED.**

As worker will be expected to keep.

Consultation Education and Training Division

HOW TO INSTRUCT

STEP 1 PREPARE THE WORKER.

Put employee at ease.
Start with what employee knows.
Get employee interested in the job.
Place employee in proper position.

STEP 2 PRESENT THE JOB.

Tell, show, and illustrate carefully and patiently.
Stress the key points--explain the reasons.
Instruct clearly and completely--one point at a time, no more than employee can master.
Repeat as necessary.

STEP 3 TRY OUT PERFORMANCE.

Have employee do the job--correct errors.
Have employee do the job again, explaining key points.
Ask "W" type questions.
Continue to have employee do job until you know skills are mastered.

STEP 4 FOLLOW-UP.

Put employee to work on own.
Designate to whom employee should go for help.
Check frequently. Watch key points.
Encourage questions.
Taper off extra coaching and close follow-up.

*If the Worker Hasn't Learned,
the Instructor Hasn't Taught!*